

## **Region 10 Guidance for the Submission of Head Start/Early Head Start Continuation Grant Applications**

Grantees are required to submit a signed original and two (2) hard copies of Standard Form 424, Standard Form 424a, Standard Form 424b (assurances), a program narrative for the assigned grant cycle and a Budget Section. Please review your application against this application guidance and ACYF-IM-HS-00-12 to be sure you have included all required elements. In addition, The Regional Office has posted a checklist used to evaluate continuation applications. It can be found on the Region 10 website ([www.acf.hhs.gov/programs/region10/programs](http://www.acf.hhs.gov/programs/region10/programs)) by clicking on Go the Head Start and Early Head Start Directors' section to view the **FY2006 Application Guidance** material. The checklist is provided for informational purposes only and is not intended to be a part of the application.

After you have put together your application package, please number the pages consecutively and provide a table of contents. The intention is to not to have your administrative personnel spending a lot of time on this task. The numbering can be done by hand and in pencil. The sole purpose is to have a reference point to which your assigned Program Specialist and/or your Financial Operations Specialist/ Financial Contractor can refer you if additional clarification or justification is needed.

### **Budget Section**

Regardless of the refunding cycle, the Budget Section is always the same. Separate budget sections are required for Head Start and Early Head Start programs. Each Budget Section must consist of the following:

- A Line-Item Budget for Direct Operations in Excel and/or Word format describing the line item cost in sufficient detail so that it can be determined if the cost is necessary, reasonable, allowable and allocable. Besides the Federal Head Start funds provided, all revenue sources (State funds, USDA, Child Care Reimbursement, etc.) required to fund the program must be shown. This agency Line-Item Budget is different than the GABI Line-Item Budget.
- A Salary/Benefits Exhibit showing staff positions by title, hours if applicable and wages/salary and benefit figures. Please note the new provision regarding staff payroll compensation issued in ACYF-PI-HS-05-01 on March 2, 2005. Grantees may not use Federal Head Start funds to fund payroll compensation in excess of \$165,200. This new \$165,200 limit applies to both the Direct and Indirect Pools. As stated in the PI, funding applications must demonstrate that salary, fringe, and benefits for positions funded with Federal Head Start funds comply with this rule. To aid you in providing all the information required, guidance material is posted in the **FY2006 Application Guidance** section on the Region 10 website listed above.
- A Cost Allocation Plan for Grantees administering dual or multiple funded Head Start and/or Early Head Start programs. The programmatic cost allocation plan, or cost sharing agreement, should reflect both the service delivery model such as Head Start and Early Head and the distribution between all funding sources. In addition to arraying an overall budget plan by funding source, the Grantee should periodically reconcile actual program cost to budget projections. Such records should be available to facilitate an effective audit and future budget planning for Continuation Applications (Refer to Information Memorandum ACYF-HS-IM-01-06, "Financial Management" dated March 8, 2001).

- A Line-Item Budget for the Non-Federal share in Excel and/or Word format describing the line item cost in sufficient detail so that it can be determined if the cost is necessary, reasonable, allowable and allocable.
- Grantees are required to submit an electronic copy of the GABI Head Start Application on a floppy disk. Please label your disk with your agency's name, grant number, budget year, and type of application.
- All Head Start and Early Head Start continuation applications are to be prepared using the GABI software. Grantees may download the GABI software and user manual from <http://www.acfgabi.com>. Technical support is provided by the GABI Help Desk at 1-877-ACF-GABI (1-877-223-4224). The current version of GABI is version 4.0.0 with patch. Grantees are urged to check for and download updates before preparing their application. Applications prepared in previous versions of GABI may not be able to be imported into our database.
- Grantees are required to submit hard copies of the following Gabi Reports:
  - GABI Audit Report.*** Grantees should enter all budget and program schedule data in GABI, and use the audit function to check their applications for math errors and possible conflicts with regulations. Grantees are to use GABI's audit function to check for errors. If there are mathematical errors, your application will not pass the audit and GABI will be unable to generate necessary reports. Please ensure that your application passes the audit before submitting it to the Regional Office. If there are exceptions, please include an explanation for each exception. Once the application has passed the audit function, Standard Forms 424 and 424a can be generated from GABI. GABI is intended to be used for the initial continuation grant each year but is not required for supplemental or one-time funding requests.
  - Grant Detail Report,*** consisting of:
    1. Summary of Program Design
    2. Program Schedule
    3. Line-Item Budget
    4. Other Cash and In-Kind Funding

***Functional Allocation Report***

- Please note the Head Start Bureau in consultation OIS has made the decision to suspend grantee access to electronic submission of continuation or refunding applications effective January 30, 2006. Because a Continuation Application requires numerous exhibits, application submission using Grants.gov would have been laborious.
- In addition, Grantees need to include the following attachments in hard copy with their applications:
  1. Evidence of Policy Council and Board approval of the grant application, with Policy Council and Board members' signature to validate the approval process. The Head Start Performance Standards (1304.50(d)(1)(i)) requires the Policy Council and Board to approve or disapprove all funding applications and amendments to funding applications for Early Head Start and Head Start.
  2. A copy of the current negotiated Indirect Cost Rate Agreement, if applicable.
  3. An organizational chart.

## **Program Section**

- Grantees in the first year of their program refunding cycle are required to submit a full application, including Community Assessment data and analysis, along with full project descriptions as required in Information Memorandum ACYF-HS-IM-00-12, “Head Start Program Grant Application,” dated April 25, 2000. This narrative should describe Objectives and 1) Need for Assistance and Geography, and 2) Program Approach and Results, and 3) Benefits Expected.
- Grantees in the second or third year of their program refunding cycle are required to submit abbreviated applications that provide an explanation of major changes from the previous year’s program.
- A Service Area Agreement is required in areas where multiple Grantees serve the same geographic area. If applicable, please submit a copy.
- Grantees must delineate the number of enrollment slots funded solely by Federal funding and the number of enrollment slots funded solely by Non-Federal funds. Where applicable, the Federal enrollment figure provided includes dually funded children to avoid double counting.
- Grantees are required to submit a proposal outlining how training and technical assistance funds will be used (PA 20 and/or PA 1126). Elements of your plan must include: T&TA needs, strategies, outcomes and resources. Budget detail must be provided for the training plan (See the attached Region 10 T&TA Plan Application Instructions).